



Iowa Department of Administrative Services

Government's Partner in Achieving Results

Chester J. Culver, Governor  
Patty Judge, Lt. Governor

Ray Walton, Director

December 30, 2009

**MEMORANDUM**

**TO:** Department Directors and Elected Officials

**FR:** Ray Walton, Director

**RE:** Diversity Progress Report – November 2009

Attached is the monthly Diversity Progress Report that provides an update on your department's progress from the October report to November 26, 2009, and the net change for fiscal year-to-date. During the fiscal year-to-date, there was a decrease of 13 employees in the Executive Branch. During the October to November reporting period, there was:

- An increase of 19 total employees in the workforce.
- A decrease of 6 females in the workforce.
- An increase of 4 minorities in the workforce.
- A decrease of 2 persons with disabilities.

This chart summarizes the incremental changes in the Executive Branch workforce as of the current reporting period and since EOFY 2005:

Net Change Period	Total	Female	% of State Workforce	Minority Totals	% of State Workforce	PWD Totals	% of State Workforce
November '09	20,465	10,497	51.29%	1,217	5.95%	1,074	5.26%
October '09	20,446	10,503	51.37%	1,213	5.93%	1,076	5.26%
Monthly Change	19	-6		4		-2	
Net Change FY to Date	-13	-27		23		-6	
EOFY 2009	20,478	10,524	51.40%	1,194	5.80%	1,080	5.30%
EOFY 2008	20,516	10,496	51.16%	1,177	5.74%	1,135	5.53%
EOFY 2007	19,932	10,105	50.70%	1,081	5.42%	1,198	6.01%
EOFY 2006	19,674	9,889	50.26%	1,022	5.20%	1,290	6.56%
EOFY 2005	19,283	9,648	50.03%	977	5.07%	1,322	6.86%
Net Change EOFY05	1182	849		240		-248	

Diversity Progress Report  
Page 2

Please review the enclosed report with your hiring managers and supervisors, noting the following key points:

- Diversity Progress Summary – This report documents net changes in the State's workforce and your agency from the end of FY 2009 to November 26, 2009. The top section provides workforce change data for the Executive Branch overall, and the bottom section shows workforce change data for your agency, both monthly and year-to-date.
- Current Hiring Opportunities – This report provides a list of current underutilized vacancies for your agency. (You will not receive it if you do not have vacancies.) Protected class applicant counts will appear in this report only when the job class is underutilized, and when protected class applicants are available on the lists. For more detail about your underutilized vacancies, please refer to the hiring lists (excel spreadsheets) that are issued to your agency's personnel assistant.

This report is useful for:

- Indicating progress with your diversity hiring efforts.
- Monitoring the timeliness of your agency's hiring processes.
- Assisting DAS-HRE in closing applicant lists for which hires have been made, closed, or require no further action. If the current hiring opportunities identified are no longer active, but are not closed, your personnel assistant should apply final codes in the BrassRing applicant tracking system, so that the appropriate requisition record can be closed by DAS-HRE. This will provide DAS-HRE with critical information to accurately monitor applicant flow and hiring outcomes.

For assistance in improving the composition of your applicant pool, please contact Robin Jenkins, State Recruitment Coordinator, at 515-725-2095 or at [robin.jenkins@iowa.gov](mailto:robin.jenkins@iowa.gov). Recruitment is critical in addressing diversity in the workforce.

If you have questions or need additional information about the Diversity Progress Report, please contact Jesus Estrada at [jesus.estrada@iowa.gov](mailto:jesus.estrada@iowa.gov).

Thank you for your attention to this issue.